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Class Specifications
for the Class:

WATER SERVICE WORKER II

Class Distinguishers:

Complexity: Supervises and participates in providing water service to ships by supplying potable water to ships, fishing vessels, etc., utilizing commercial harbors on Oahu; performs routine maintenance and minor repairs to valves, fittings, etc.; communicates with ships' crew to determine water service needs; reads and records water meter readings; computes appropriate service charges; and prepares operational reports.

Supervision Exercised: Trains, schedules, assigns, and evaluates the work of lower level Water Service Workers.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: Methods used in operating and maintaining water pipeline appurtenances; proper use and care of common hand tools and equipment used in operating and maintaining water pipeline appurtenances; safety practices and procedures; policies and procedures relating to the provision of water service to ships utilizing commercial harbors; basic arithmetic (addition, subtraction, multiplication); and principles and practices of supervision.

Ability to: Make pipeline and hose connections using appropriate fittings and improvise connections when necessary; recognize when water pipeline and/or appurtenances are damaged, defective or in need of service; perform routine maintenance and minor repairs to valves, fittings, hosebibs, etc., used in the water service operation; use common hand tools; take accurate meter readings; follow oral and written instructions; perform arithmetic computations (add, subtract, multiply); read and record data accurately; communicate effectively with others (e.g., explain/describe to ship personnel the part(s) needed to complete hose-pipeline connections; explain the water service invoice to ship personnel, etc.); prepare operational reports; and supervise the work of others.

Examples of Duties: (*Positions may not be assigned all of the*

duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

1. Directs ships, fishing vessels, etc., to specific pier pipeline connections.
2. Speaks with ship's engineer, ship agents, etc., to determine request for water service and amounts of water needed.
3. Makes pipeline and hose connections using appropriate fittings and improvises hook-up with non-standard shipboard fittings as necessary.
4. Installs portable water meter and/or backflow preventor, as necessary.
5. Opens and closes water main at the commencement/completion of water delivery.
6. Records meter readings before and after water service operation in the presence of an authorized ship's representative.
7. Reads water meter to determine amount of water furnished to ship, calculates appropriate charges for water delivered, prepares invoice and may receive payment.
8. Verifies and records in port barge to ship bunkering and pipeline discharge/load activities for petroleum products and molasses.
9. Performs routine maintenance and minor repairs to valves, fittings, hosebibbs, etc., used in providing water to ships (e.g., lubricates and repacks valves; replaces gaskets, valves, valve handles, etc.; and files ends of smashed/damaged fittings; etc.).
10. Inspects pipeline systems before and after delivery for conditions indicative of possible line breaks or leaks and prepares a report on the condition of the pipeline.

11. Inspects tools and equipment daily to ensure that they are in operable condition and are being properly used.
12. Records monthly water meter readings of shore facilities.
13. Prepares monthly report of water usage.
14. Trains and orients subordinates in their duties and responsibilities to make them more aware of potential hazardous conditions and how to reduce or eliminate inherent dangers on the job.
15. Prepares work schedule and assigns work to subordinates.
16. Evaluates job performance of subordinates.
17. Operates a light truck to transport hand tools, portable water meters, backflow preventers, water hose, etc., to work sites.

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This is the first specification for the new class WATER SERVICE WORKER II.

Effective Date: 2/20/96

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Development